

Executive Summary
Prepared for Board of Trustees Meeting
September 28, 2021

**Discussion and Review of Employee Grievance
Administrative Regulations Update**

Purpose of Report

This update to the Denton ISD Administrative Regulations reflects a change to the Employee Complaints/Grievances process. Currently, an informal process is in place encouraging all employees to meet and discuss concerns and/or complaints with their direct supervisor. If no resolution is reached at this informal meeting, an employee may submit a formal written complaint.

A formal process was added to the Administrative Regulation to state that once a complaint is filed, the lowest level administrator who has authority to remedy the alleged complaint shall serve as the Level One Hearing Officer. In the event a Level Two complaint is filed, the Level Two Hearing Officer will not be the direct supervisor of the Level One Hearing Officer.

Additionally, the Regulation was updated to state that Level One and Level Two hearings may be held in-person or virtually, as agreed upon by the parties.

Operational Impact

Administrative Regulations guide the District's operation and protect the rights of employees. It is important to review and revise these regulations as the need arises.

Results

Upon approval of this update to the Employee Grievance process, the Administrative Regulations will be changed and made available to all employees through the Human Resources department.